COVID-19 Addendum

Arrangements for Safeguarding and Child Protection at Bishop Bronescombe School

Spring Term 2021

(Version 1)

Key Contacts

Role	Name	Contact Info
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Context

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 local safeguarding partners; the OSCP is made up of Cornwall Council, Kernow CCG and Devon & Cornwall Police.

This document sets out changes to our normal child protection policy in light of the coronavirus and the national lockdown currently in place. The addendum should be read in conjunction with the Celtic Cross Education Safeguarding and Child Protection Policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change and will be revised in response to any new or updated guidance the government, or our local safeguarding partners, may publish. We will keep it under review, as set out below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, for

vulnerable pupils whose parents have declined a school place for their child, or for pupils and families who need to self-isolate (when they would otherwise still be attending).

In this addendum, where we refer to vulnerable children, this means pupils:

- With a child protection plan
- With a child in need plan
- Looked after by the Local Authority (LA)
- Those who have an education, health and care plan (EHCP)

This also includes pupils who been identified as, otherwise, vulnerable by our school or LA; for example, those who are:

- On the edge of receiving support from children's social care services, or in the process of being referred
- Pupils who are adopted, or on a special guardianship order
- Young carers

2 additional definitions were added to the guidance in January, to include:

- Those facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to work)
- Those in need of support for their mental health

Core Safeguarding Principles

Celtic Cross Education staff will follow the statutory safeguarding guidance, Keeping Children Safe in Education.

We will always have regard for these important safeguarding principles:

- The best interests of children must come first.
- If anyone has a safeguarding concern about any child, they should act on it, and report it, immediately.
- A Designated Safeguarding Lead (DSL), or Deputy (DDSL), should be available at all times (relevant details can be found on the first page of this addendum).
- It remains essential that unsuitable people don't enter the school workforce, or gain access to children in school through virtual platforms for those learning remotely.
- Children should continue to be protected when they are online

Reporting Concerns; Designated Safeguarding Lead DSL (and Deputy- DDSL) Arrangements

All staff and volunteers must continue to act on any concerns they have about a child, immediately. It is still vitally important to do this, both for children at school and those at home.

We aim to always have a trained DSL or Deputy DSL on site (the potential spread of the virus amongst staff may effect this).

Our schools current arrangement for safeguarding are:

DSL /DDSL present in school each day plus another available remotely. Any concerns/disclosures must be reported to the duty DSL/DDSL in school, face to face, or by phone for those working remotely. Incidents must be added to CPOMS immediately. Vulnerable children that are subject to CP, CiC or CHiN plans are expected to attend and DSL/DDSL monitors attendance on site, alerting social worker if children absent.

As a reminder, all staff should continue to work with, and support, children's social workers (where families have one), to help protect vulnerable children.

If our DSL (or Deputy) is unavailable due to illness, or other circumstances, the safeguarding team will share alternative arrangements with you, so that you are able to contact another DSL/DDSL. Tamsin Parry may also be contacted via Teams or via email: Tamsin.parry@celticcross.education. A relevant phone number can also be sought by calling 01208 590150.

We will keep all school staff fully informed of any changing arrangements using email and staff meeting updates.

On occasions where there is no DSL or Deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. The senior leader will be responsible for liaising with the off-site DSL, or Deputy, to:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with social workers where they need access to children in need and/or to carry out statutory assessments
- Support staff to report relevant incidents, disclosures or concerns to a DSL/DDSL.
- Ensure the vulnerable pupils expected in school are in attendance and follow up on those who have not contacted the school to give reasons for pupil absence.
- Report any concerns received from parents to a DSL/DDSL.

Working with Other Agencies

We will continue to work with children's social care, with Virtual School Heads for Looked After Children (LAC) and Previously Looked After Children (PLAC), the Early Help Hub and any other relevant safeguarding/welfare partner. Summaries of any multi-agency meetings/contact will be recorded on our electronic safeguarding system.

We will continue to update this addendum, where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

Monitoring Attendance

We will continue to take our own attendance register and submit registers to the DfE, as requested. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During this lockdown, only vulnerable children and children of critical workers will attend school. Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence by contacting the parents/carers to gain a reason for their absence and to check on the child's welfare. A secondary contact may be used if the school office/DSL/DDSL is unable to make contact with the parent/carer.
- Where a child has a social worker, contact will be made with them, at the earliest convenience, to share that the child is not in school and no reason has been given for their absence.
- Where no reply has been received from the social worker, and there is still no reason for absence, the DSL should arrange a doorstop visit to the home with another colleague (face coverings should be worn and social distancing maintained; staff should not enter the family home. Arrangements of the visit should be shared with a DDSL, or the school secretary, before leaving the school site (reference the CCE Lone Working Policy for more details).
- If our concerns escalate considerably for the safety or wellbeing of a pupil/s, we will call the police.

We will continue to encourage parents and carers to share up-to-date emergency contact details through regular updates in the school newsletter.

For children who are dual registered, and attending an alternative provision, regular contact will be made with the setting and, where appropriate, the family. This will ensure that the SENCo and Head of School remain involved and updated regarding the attendance, progress and safeguarding of each pupil.

Peer-on-Peer Abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately about children attending school, or those who are learning from home. Concerns should be reported immediately to the DSL/DDSL.

Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately, whether those concerns are about staff, supply teachers or volunteers working on site, or remotely.

The Trust's reporting systems remain the same during this period and any concerns should be reported immediately, in line with the Trust's relevant policies; links can be found to these below:

Whistleblowing policy:

https://celticcrosseducation.sharepoint.com/sites/hub/Policies/Forms/AllItems.aspx?id=%2Fsites%2Fhub%2FPolicies%2FWhistleblowing%20Policy%20January%202021%20PDF%2Epdf&parent=%2Fsites%2Fhub%2FPolicies

Allegations against staff policy:

https://celticcrosseducation.sharepoint.com/sites/hub/Policies/Forms/AllItems.aspx?id=%2Fsites%2Fhub%2FPolicies%2FAllegations%20Against%20Staff%20Policy%20April%202020%2Edocx%2Epdf&parent=%2Fsites%2Fhub%2FPolicies

We will continue to refer adults who have harmed, or pose a risk of harm, to a child/ or vulnerable/ren adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

Contact Plans

We have agreed plans for children with a social worker, and others deemed as vulnerable, for circumstances where the child is at home.

Each child has an individual assessment which sets out:

- How often the school will make contact (at least once a week)
- Which staff member/s will make contact
- How staff will make contact – by phone or doorstep visits (or a combination of both)
- An agreement that staff talk to the pupil to check on their wellbeing, as well as the parent/carer

Parents/carers who have not taken up provision for their child have received a letter encouraging the return of pupils to school. Parents, therefore, understand that the school provision remains open to their child/ren..

We have shared the above measures with children's social care, where relevant, and will review each child's plan/assessment each week when the pastoral/safeguarding team/SLT meet. Each child's engagement in remote learning will be reviewed, weekly. Contact will be made with parents/carers if engagement is poor.

If we are unable to contact the parent/carer, we will contact children's social care.

Safeguarding All Children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns. They will act on concerns immediately and contact a DSL or DDSL to share their concerns regarding a pupil's mental health and wellbeing.

Children at Home

The school will maintain contact with children who are at home. Staff will try to engage with children at home to help identify any concerns they may have.

Our current arrangements for maintaining contact are:

Teachers maintain remote contact via Class Dojo, feeding back on work and encouraging submissions. Teachers contact parents if work not submitted to provide encouragement and solutions to barriers. Teachers make phone calls at least fortnightly / send a postcard or personal video to child if phone call not appropriate for child. Live online contact to be considered (NB- any livestreaming will adhere to the protocols set out in the remote learning policy and the safeguarding protocols policy).

DDSLs make welfare calls to vulnerable families to check in with them. All are discussed at weekly safeguarding risk assessment meeting and provision reviewed.

Staff will, wherever possible, use school phones and devices to make calls; contact with families will be made during school hours, wherever possible. If staff must use personal phones, they will withhold their phone number.

Staff will review:

- Engagement in task and logging on to school systems, weekly.
- Pupils behaviour and be alert to those seeming more withdrawn during any contact
- Any non-engagement from parents/ unreturned phone calls

Online Safety

In school:

The appropriate filtering and monitoring systems remain in place in our school setting. If IT staff are unavailable, Gary Standing should be contacted on: gary.standing@celticcross.education or Andrew Manning at TME; Andrew's details can be requested through the central team.

Outside School

Where staff are interacting with children online, they will continue to follow the Trust's existing Code of Conduct, IT Acceptable Use Policy, Social Media Policy, as well as the Remote Learning Policy and Safeguarding Principles & Practice for Recorded/ Livestreamed Lessons Protocol; these have been shared with all staff and can be access through the following links.

Remote Learning Policy:

https://celticcrosseducation.sharepoint.com/:w:/r/sites/hub/_layouts/15/Doc.aspx?sourcedoc=%7B7F9D2BA3-8C55-4A07-8445-462576691D68%7D&file=CCE%20Remote%20Education%20Policy%20Oct%2020%20FINAL.docx&action=default&mobileredirect=true

Safeguarding Principles & Practice for Recorded/ Livestreamed Lessons Protocols:

https://celticcrosseducation.sharepoint.com/sites/hub/_layouts/15/Doc.aspx?sourcedoc=%7B718921E2-7575-4AFD-8F5E-FEC9C68F786E%7D&file=CCE%20safeguarding%20principles%20and%20practice%2

ofor%20recorded%20or%20live%20streamed%20lessons.docx&action=default&mobileredirect=true&CT=1610987112470&OR=ItemsView

Staff will adhere to the key principles and considerations, professional conduct and listed protocols within this document which summarise expectations for matters, like: appropriate dress, camera settings, expectation of learners' behaviour, permissions of parents etc.

Where a child has asked you to contact them on a 1:1 basis, another member of staff should be present in the room.

Staff will continue to be alert to signs that a child may be at risk of harm online and will act on any concerns immediately, following our reporting procedures.

We will share with pupils how they can report any concerns they have back to our school and will signpost them to other sources of support too, if necessary.

Working with Parents and Carers

We will ensure that parents and carers:

- Are aware of the potential risks that children may be exposed to online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using/who they will be interacting with from school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

These messages will be shared via the weekly school newsletter.

Mental Health

If any pupil, parent, or carer has concerns about mental health and wellbeing, they should contact the DSL immediately who will be able to signpost the parent to appropriate support.

Children in School

Staff and volunteers will be aware of the possible effects that this period may have on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional, or excessively clingy, to help identify where support may be needed. In this instance, staff will contact the home and ask to speak with the child/ arrange a 1:1 teams call (with a colleague present). Further support will be agreed with the pupil and parent/carer; this may be offered directly from the school or from external resources and will be agreed on a pupil by pupil basis.

Children at Home

Where possible, we will continue to offer our current support for pupil mental health. This will include TIS sessions for pupils in school and those recognised as being in need of this support at home. Any virtual contact/sessions held on the phone will be risk assessed and will require parental consent.

We will continue to signpost parents/carers to other resources to support good mental health at this time.

When setting expectations for pupils who are learning remotely, and not attending school, teachers will bear in mind the potential impact of the current situation on the mental health of children and parents/carers.

Staff and volunteers will be alert to mental health concerns in children who are at home, and will act on these immediately, following our reporting procedures to a DSL or DDSL.

Staff and Volunteer Recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures and adhere to part 3 of Keeping Children Safe in Education.

When carrying out DBS checks, and right to work checks, the central team will continue to follow the latest guidance from the DBS, Home Office and Immigration Enforcement, as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as is reasonably practicable.

Our school will not be using any external volunteers during this period.

Safeguarding Induction and Training

We will ensure staff and volunteers are aware of changes to our procedures and local arrangements. New staff and volunteers will continue to receive a safeguarding induction, in line with the expectations of Keeping Children Safe in Education.

Monitoring Arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners, or the Department for Education, is updated. At every review, it will be approved by the Board of Directors.

Links with other policies

This policy links to the following policies & procedures:

- The CCE safeguarding & child protection policy
- The CCE remote learning policy
- Safeguarding procedures for recorded & livestreaming virtual lessons
- The CCE staff code of conduct
- The CCE IT acceptable use policy
- The CCE digital safeguarding policy
- The CCE peer on peer abuse policy
- The CCE health and safety policy
- The CCE online safety policy
- The CCE remote learning policy

- The CCE whistleblowing policy
- The CCE Allegations against staff policy
- The CCE SEND policy
- The CCE Exclusions policy
- The CCE medical needs & pupil wellbeing policy
- The CCE technical security policy
- The virtual meetings policy
- The school's behaviour policy

Each of these policies can be found on the Trust's SharePoint area in the policy file.